

CEP PROGRAM INFORMATION

The Community Eligibility Provision (CEP) program is part of the National School Lunch Program (NSLP) and offers meals to students at no charge in schools that have 40% or more students directly certified (that is, receiving food stamps, public aid and in some cases, Medicaid recipients). In return, the federal household applications that were used to determine student meal status will no longer be collected by food service staff.

Since KDE still needs student data on meal status for determining at-risk eligibility and for federal and state reporting purposes, another means of collecting student meal status must now be used. For this purpose, KDE has developed a Household Income Form (HIF) that is separate from the federal form to be used for all students who are not directly certified. The HIF form is posted on the KDE web site for download in both Spanish and English.

[http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-\(CEO\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-(CEO).aspx)

The USDA will not allow staff in the School Nutrition branch to provide technical assistance with the HIF forms because that staff is paid using federal funds allocated for the NSLP program. KDE provides support for questions regarding the HIF through the Student Tracking and Transportation Branch (STTB) at KDE.

What are the district's responsibilities?

A FRAM Coordinator for the district (which must be someone other than the food service director) should be designated by the superintendent and will have the following responsibilities:

- Attend annual and/or WebEx training provided by KDE on processing the state household and income forms
- Distribute and collect HIF forms for all students who are not directly certified.
- Learn and maintain knowledge of the USDA income eligibility guidelines
- Answer questions from parents and/or guardians and assist with completing the HIF.
- Understand the importance of confidentiality and privacy of student data (FERPA)
- Process HIF forms using Infinite Campus's FRAM module
- Process students identified as directly certified upon receipt from food service director
- Coordinate with the FSDs if siblings attend CEP and non-CEP schools (only pertinent if entire district is not participating in CEP)
- Report the SES status (Free/Reduced) for federal, state and local program reporting requirements.

How is the program monitored?

The HIF should be kept on file and made available for review by KDE staff as part of the Attendance Review process. The FRAM coordinator should be available in the event of an Attendance Review. KDE will also conduct separate reviews of the CEP process and student data in school districts, as determined by KDE staff.

What training is available?

Face to face trainings and training materials will be offered each year.

Who are the KDE contact persons?

Cheri Meadows (cheri.meadows@education.ky.gov) is the primary contact person.

General questions on the foundations of the CEP program should be directed to DSCN's Valerie Crouch (valerie.crouch@education.ky.gov). Questions regarding Infinite Campus setup, DC import or any issues with Infinite Campus should be directed to Brad Blunt (brad.blunt@education.ky.gov).

TIMELINES FOR FRAM COORDINATORS

Before you start

The FRAM coordinator should have a process for collecting Household and Income Forms (HIF). Some FRAM coordinators collect the HIF forms from a central location in each school. Some ask for help from the FRYSCs, others send the forms with a stamped, self-addressed envelope, making it easy for the parent to mail the form back to them. The FRAM coordinator should choose a process that will work best for their school district and communicate it clearly **before** schools begin to enroll students. As students are pre-enrolled or enrolled in a CEP district a HIF form should be included in each registration packet with clear instructions and contact information. The HIF form is posted on the KDE website. A Spanish version of the HIF form is also available.

Beginning of school year

There is a 30-day carryover period at the beginning of each school year when districts are updating information for student meal status. The bulk of the work for the FRAM coordinator should be accomplished during this period. HIF forms should be collected for all students who are not directly certified and reviewed for eligibility. Student eligibility information should be updated in the FRAM tab. All students should have a correct/updated lunch status by the end of the 30-day carryover period.

Throughout the school year

Constant communication is required between the FSD and the FRAM coordinator during the school year. Each month, the FSD receives a Direct Certification (DC) list. The FSD should immediately import this information into the POS, ensuring that it also is available within the FRAM module as well. If a student that was qualified for a free or reduced price meal via a HIF appears on the DC list at any time throughout the school year, the FRAM coordinator should locate that student's HIF and make a note on the form that includes the date that the student switched over to DC.

End of the school year

The FRAM coordinator should retain HIF forms for 10 years. Monitoring may occur on current HIFs. KDE recommends that the HIF forms be shredded after 10 years to protect student information.

Resources

KDE CEP Website for FRAM Coordinators

[http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Provision-\(CEP\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Provision-(CEP).aspx)